ANNUAL FOIA REPORT
COMMON REPORTING ERRORS

- New report requirements mandate that requests for access to records made under the Privacy Act (PA) are to be reported as first party FOIA requests. Based on low numbers reported in blocks 1a and 6, it would appear that activities failed to include PA requests in their totals.

- If the information you report in block 1a (total number of requests processed) DOES NOT match the sum of the information reported in blocks 7a (number of simple requests processed), 7b (number of complex requests processed), and 7c (number of expedited processing requests processed), you have an error and need to recompute. The information reported in block 1a MUST be identical to the sum of blocks 7a, 7b, and 7c.

- If the information you report in block 1f (the sum of blocks 1b, 1c, 1d, and 1e) IS NOT greater than or equal to that reported in block 1a, you have an error and need to recompute.

- If the sum of blocks 2a(b)(1) through 2a(b)(9) IS NOT greater than or equal to the sum of blocks 1c and 1d, you have an error and need to recompute.

- If the information you report in block 2e IS NOT greater than or equal to the sum of blocks 2b(1) through 2b(9), you have an error and need to recompute.

- If the sum of the (b)(3) statutes listed in block 2c DOES NOT match the information reported in block 2a(b)(3) [the number of times that exemption (b)(3) has been invoked], you have an error and need to recompute.

- We are many times finding that reported (b)(3) statutes listed in block 2c ARE NOT valid AND/OR the "CONCISE DESCRIPTION" of information withheld is not specific enough. When invoking exemption (b)(3), please ensure that the underlying statutory basis for denial is listed on the DoD (b)(3) statutes list. If it is not, please contact this office PRIOR to invoking exemption (b)(3) as the basis for denial. Additionally, it is very important that you provide a brief description of the (b)(3) denied information (for each instance of denial) (ie, unit prices in awarded contract, medical quality assurance information, unclassified militarily critical technology, etc.).

- **If you calculate the information you report in block 5 as follows and your information does not add up, you have an error and need to recompute.**

  (1) Report the number of cases pending at of the beginning of the reporting period in block 5a(1).

  (2) Report the number of new cases received in the reporting period in block 6.

  (3) Report the number of cases processed in the reporting period in block 1a.

  (4) Report the number of cases pending at the end of the reporting period in block 5a(2). This number must be carried over to the next year's report as "the number of cases pending at the beginning of the reporting period [block 5a(1)].

When reported correctly, the following formula should always pertain:

[Block 5a(1) + Block 6] - Block 1a = Block 5a(2).

- The number reported in block 9a reflects the number of full time FOIA staff (in workyears). NOTE: Full time FOIA employees are those who spend 100% of their time working solely on FOIA matters. NOTE: You may report a portion of a workyear for a full time FOIA employee who only worked part of the year (i.e., a full time employee who worked only FOIA issues from 1 Mar 01 through 1 Sep 01 would be reported as .5 workyear).

- The number reported in block 9b should reflect workyears for part time employees, not the number of part time FOIA personnel. NOTE: Part time FOIA employees can be full time employees who DO NOT work solely on FOIA matters; i.e., full time employee who worked 90% on FOIA issues and 10% on Privacy Act issues would be reported as a part time FOIA employee working .9 workyear.

•   Information reported in block 9d should reflect all pro-
gram cost information that has been customarily reported in
previous years, such as workyear costs, direct processing
costs (i.e., search, review, and reproduction), indirect pro-
cessing costs (i.e., correspondence/form preparation,
training and travel associated with FOIA, supplies, etc.),
and overhead.

     FOIA personnel with reporting activities should down-
load an "Annual Report Compilation Worksheet" from
http://foia.navy.mil to assist in determining this cost.
This worksheet is not to be forwarded with your report
submission. It is to be filed with your activity's file copy in
the event the activity is questioned as to how it derived its
program costs.